Understanding and Applying for CDC Overseas Positions GH Careers Job Fair

CDC Global Staffing Group

Atlanta Human Resources Center

October 24, 2008

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Agenda

- Understanding What has Changed   Jan Hiland (COGH)

- Program use of Open Continuous   Stefan Wiktor
  Vacancy Announcements

- How to Apply for Overseas Positions   Roxanne Thompson
  (AHRC)

- Tips for Success and Possible Pitfalls   Jan Hiland

- The Time-line and Process   Jan Hiland (COGH)
- Questions and Answers   Panel

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Recruiting Picture for FY2009

- We currently have 225 filled positions overseas

- 85 vacancies

- 33 persons known to be returning for whom we need to recruit replacements.

- Most are GS 13 and above

What has changed?

- In an effort to expedite the process for recruiting, application and selection for positions with the Global Health programs that are based overseas, the GH programs will be utilizing an open continuous vacancy announcement process.

- This means that as and applicant you will not have to complete a separate application for every single position that becomes available in a program.

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- However, since the one application will be reviewed by all the programs that will be making selections from open continuous vacancy announcements, it suggests that you need to do a very careful and thorough job on this application.

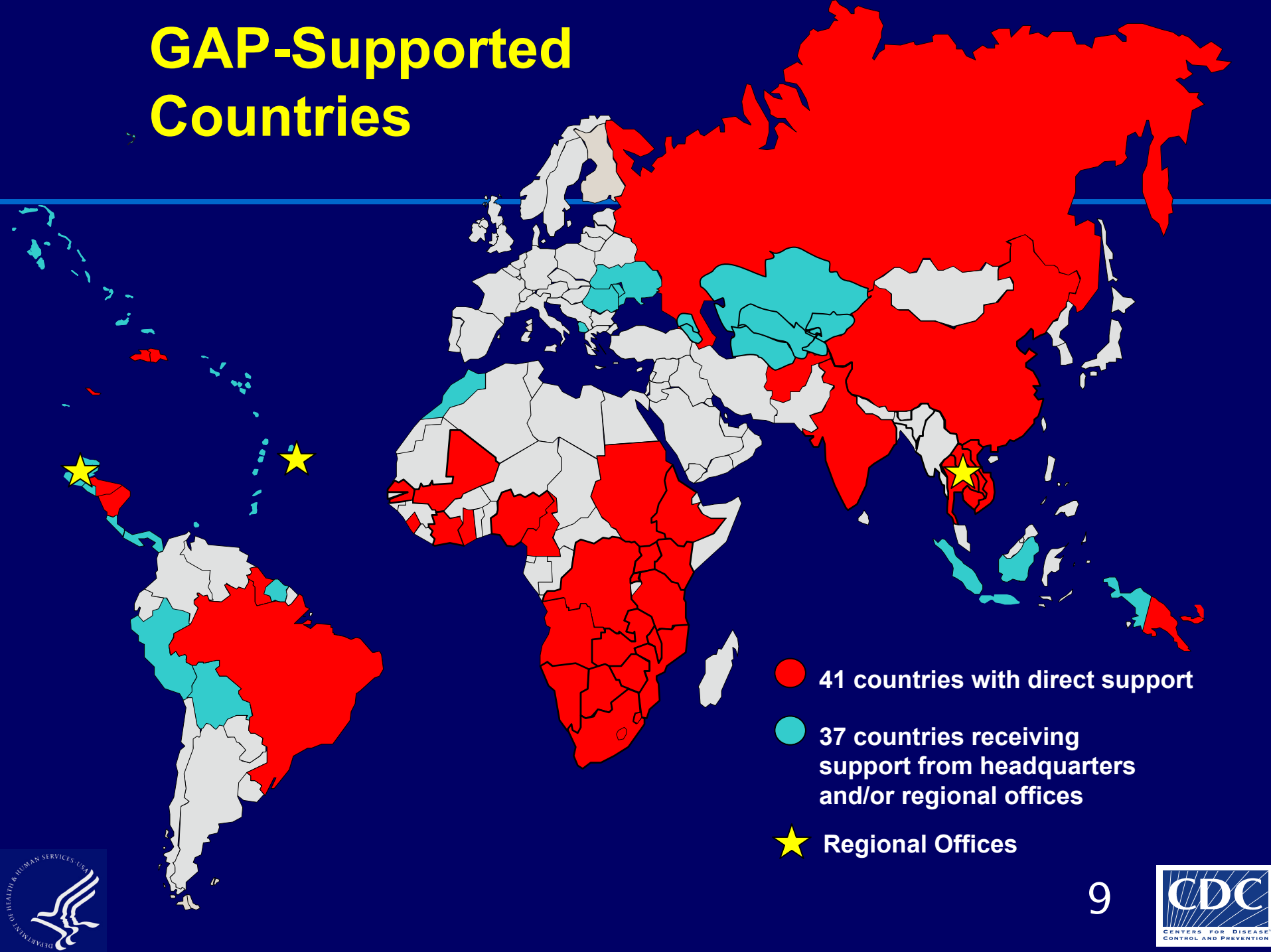# Open Continuous (OC) Announcements: Key Elements

- Open for longer periods to accept applications from candidates for international assignment vacancies.

- Currently all OC positions are announced separately as internal and external.

- These positions are used by all CDC programs which hire field positions overseas.

- Your completed application must be in the pool when the certificate for a position is pulled. First pull Nov. 10 for many of the available positions.

Program Use of Vacancy Announcements

- Programs like Global AIDS Program (GAP) will use the OC Vacancy announcements for about 80% of their overseas positions.

- The remaining 20% of overseas positions will be announced on single or multiple opening announcements as the program is ready to fill the positions. These single announcements are usually open for 2 weeks at a time and require a separate application.
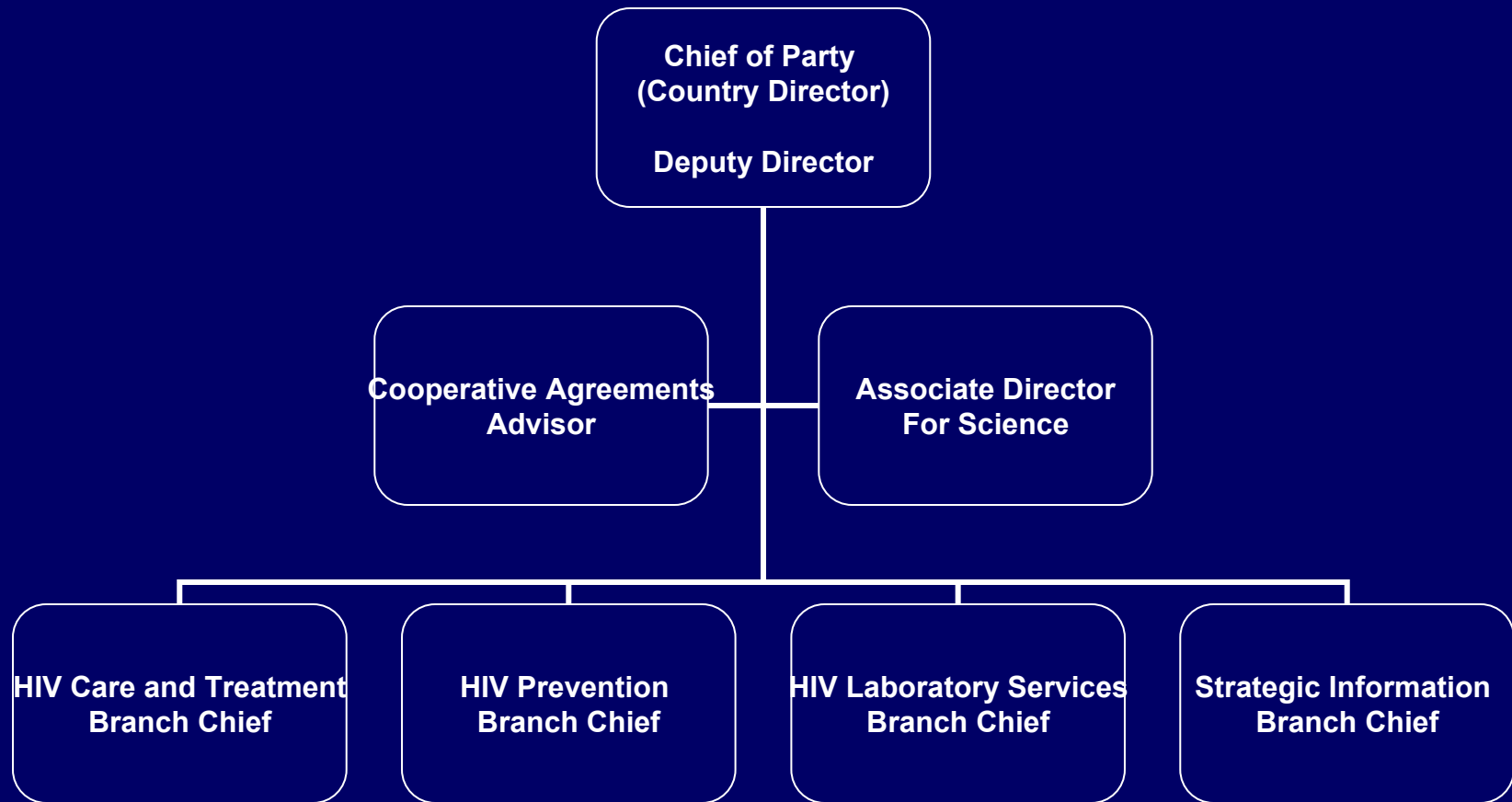
GAP-Supported Countries

🔴 **41 countries with direct support**

🟢 **37 countries receiving support from headquarters and/or regional offices**

⭐ **Regional Offices**
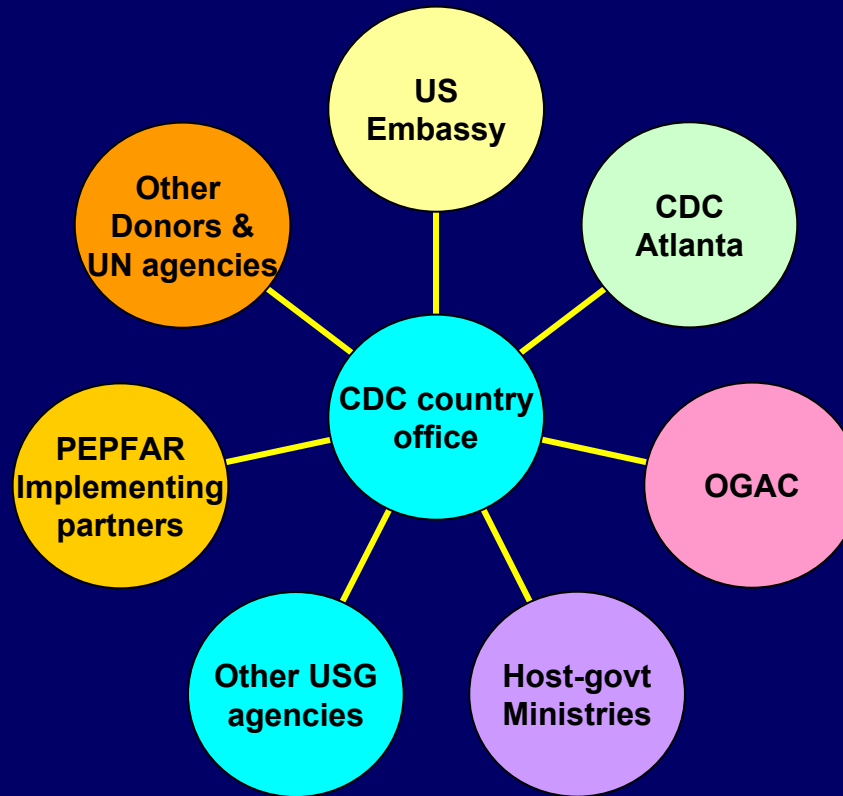
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Beyond 2008: The Next Phase of PEPFAR
10-Year Program Goals

- Re-authorization legislation: **$48 billion** to fight global HIV/AIDS, TB, and malaria
- **10-Year HIV Program Goals:**
  - HIV Treatment for at least **3 million** people
  - HIV Prevention of **12 million** new infections
  - Care for **12 million people**, including **5 million** orphans and vulnerable children
- To meet these goals, PEPFAR will support training of at least 140,000 new health care workers in HIV/AIDS prevention, treatment and care.

Organizational chart: CDC-GAP country office

Chief of Party (Country Director)

Deputy Director

Cooperative Agreements Advisor

Associate Director For Science

HIV Care and Treatment Branch Chief

HIV Prevention Branch Chief

HIV Laboratory Services Branch Chief

Strategic Information Branch Chief

The work: Circles of Interaction

What GAP selecting officials are looking for:

- Can you do the job: *technical expertise*
- Will you survive: *overseas experience*
- Will you enhance or endanger existing relationships: *diplomacy*
- Can you handle stress
- Can you adapt quickly to changing landscape

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GAP will be recruiting overseas positions

GAP will be recruiting the following positions in FY2009

- Epidemiologist, GS-0601-13/14/15
- Medical Officer, GS-0602-13/14/15
  - *Country Director:* Cambodia, Central Asia Regional, Cote d Ivoire, Haiti, Kenya, South Africa, Vietnam, Thailand
  - *Medical Officer/Epidemiologist:* Botswana, Cambodia, DRC, Dominican Republic, Ghana, Kenya, Lesotho, Mozambique, Namibia, Nigeria, South Africa, Swaziland, Tanzania, Vietnam, Zimbabwe

- Health Scientist-Lab, GS-601-13/14
  - Barbados, DRC, Haiti, Nigeria, South Africa, Tanzania, Vietnam

  Public Health Advisor, GS-0685-13/14
  - Angola, Cameroon, Botswana, Dominican Republican, Ghana, Kenya, Lesotho, Nigeria, Rwanda, South Africa, Swaziland, Tanzania, Zimbabwe

The first certs will be drawn on Nov. 10.

Some positions will continue to be open on single announcements.

- Medical Officer/Epidemiologist - GS 15
- Behavioral Scientist – GS 13/14
- Technical Writer/Editor – GS 12/13/14
- Public Health Analyst – GS 12/13
- Other positions

Please keep your eye on USAJOBS to know when these positions get posted or monitor them at http://www.cdc.gov/nchstp/od/gap/jobs.html

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Internal vs. External Announcements- Significance and Impact

- Internal vs External and who can apply
  - Internal = Career conditional, permanent employee, Corps, special appointment eligibility, reinstatement
  - External = Term appointment, no prior federal service, current contractors, all US citizens
- Consequences of External application for Internal candidates
    - Generally, external overseas appointments are Limited term or Term appointments- the vacancy announcements will specify this. (NOTE: NIP has some that are permanent)
  - 4 year maximum in position in specific location
  - Must apply for new position or leave CDC at end of 4 years
  - No return rights to former positions following Term appointments

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Where to find more info on the FY2009 positions:

For information on vacancies:

- www.cdc.gov/cogh/employment.htm

AHRC link http://intranet.cdc.gov/hr/Employment/vacancies.html click on Overseas vacancies – lists every CDC overseas vacancy currently open

Must Apply through www.usajobs.gov

Federal Job Application Process: Essential First Steps
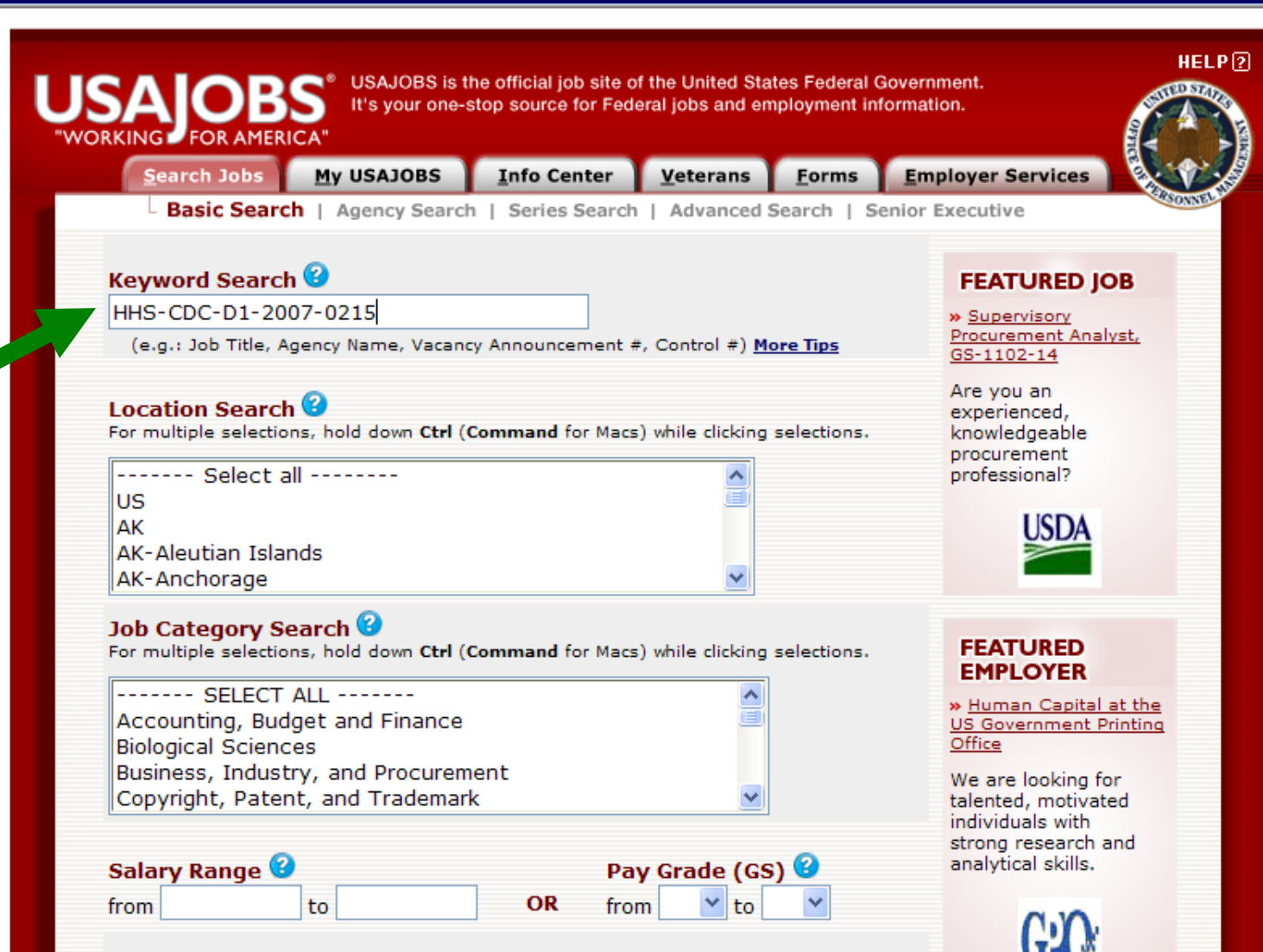
1. First familiarize yourself with USAJOBS by visiting http://www.usajobs.gov/firsttimers.asp

2. Review the How to Apply section at http://www.hhs.gov/careers/apply.html

3. Register with USAJOBS – create a user account at http://www.hhs.gov/careers/apply.html#account

4. Build your resume – OPM uses a resume builder; for tips on building your resume, http://www.usajobs.gov/infocenter/resumetips.asp

Federal Job Application Process:
How to apply for a particular announcement

- Log on to www.USAJobs.gov
- Locate announcement (use number or position type)
- Read the announcement in its entirety to determine if you are eligible to apply- determine if it is internal or external
- Determine whether or not supporting documentation is required – it often is- especially for internal candidates
- Review the questions in the job application prior to applying
- Prepare your answers including the narratives responses using a word processing software. (This will allow you to copy and paste your responses in the appropriate place in the application).
- Submit documentation (closing date confusion)
  - OC announcements will not have closing dates but you will not be considered for a position until all your supporting documentation has been submitted.

How to enter in announcement number

Federal Job Application Process:
How to apply for a particular announcement

- Click the "Apply Online" button
- Select your resume
- Click "Apply For Position Now" button
- Respond to questionnaire; click "Finish" button
- Click "Finish" button at the end of page that displays your completed application and resume
- Check for email confirmation that your application was completed and forwarded for consideration
- Your application must be completed, all supporting documentations faxed, if necessary, and received by the prior to the date that a program requests a certificate of eligibles in order to receive consideration.
- OC announcements do not have a closing date).
- All other singles vacancies close at 11:59 PM Eastern Time on the closing date of the announcement.

Other helpful Atlanta Human Resources Center webpages

- *CDC Employment web page* → <u>*http://www.cdc.gov/employment.htm*</u> *-*
  - *Especially note the link to Overseas Opportunities for current openings*

- *Find Your Careers at CDC* →

- <u>*http://www.cdc.gov/employment/findcareer.htm*</u>

- *Search All Jobs At CDC* → <u>*http://jobsearch.usajobs.opm.gov/agency_search.asp*</u>

- *Applicant Resources:* <u>*http://www.cdc.gov/employment/appresources.htm*</u>

Federal Job Application Process: Other useful links
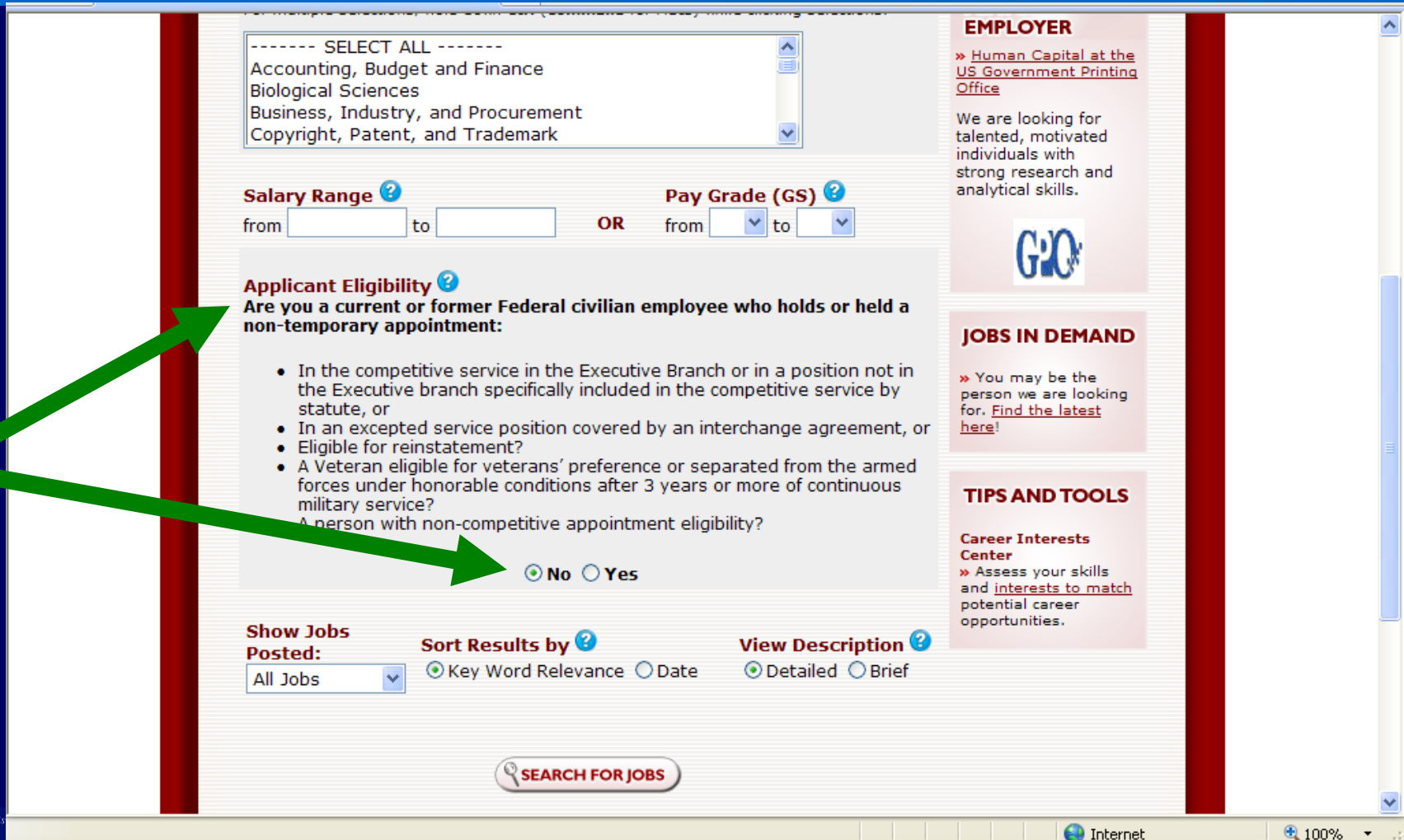
- OPM's Qualifications Standards → http://www.opm.gov/qualifications/

- HHS Careers Home Page → *http://www.hhs.gov/careers/index.html*

- How To Apply → http://www.hhs.gov/careers/apply.html

- USAJOBS Tutorial → *http://www.usajobs.gov/firsttimers.asp*

- USAJOBS Info Center → http://www.usajobs.gov/infocenter/

- Building Your Resume → http://www.usajobs.gov/infocenter/resumetips.asp

Tips for Success:
Understanding Internal vs. External

- If you are a current or former federal employee:
  - before you search for the job, go to the bottom of the profile page and check yes for "Internal." Otherwise you will only see external announcements
- If you are a permanent employee or CC make sure you are applying on the internal (T#) application.
  - Check the number on the job announcement with the list
  - Be sure to submit the supporting documentation that is required.
- Apply on the external application (D#) if you have no prior federal employment and submit the paperwork required.

How to select internal vs external

Tips for Success:
Understanding Medical Officer vs. Epidemiologist

- Medical Officers receive special pay for physicians. This is recommended by the selecting official and approved by the CDC Compensation Panel.

- Epidemiologist positions <u>not</u> eligible for special pay (even if you are a physician)

Tips for Success:
During the application process

- Create Resume IN ADVANCE
- Use the number to search for the announcements
- Read ALL tabs on USAJobs.gov:
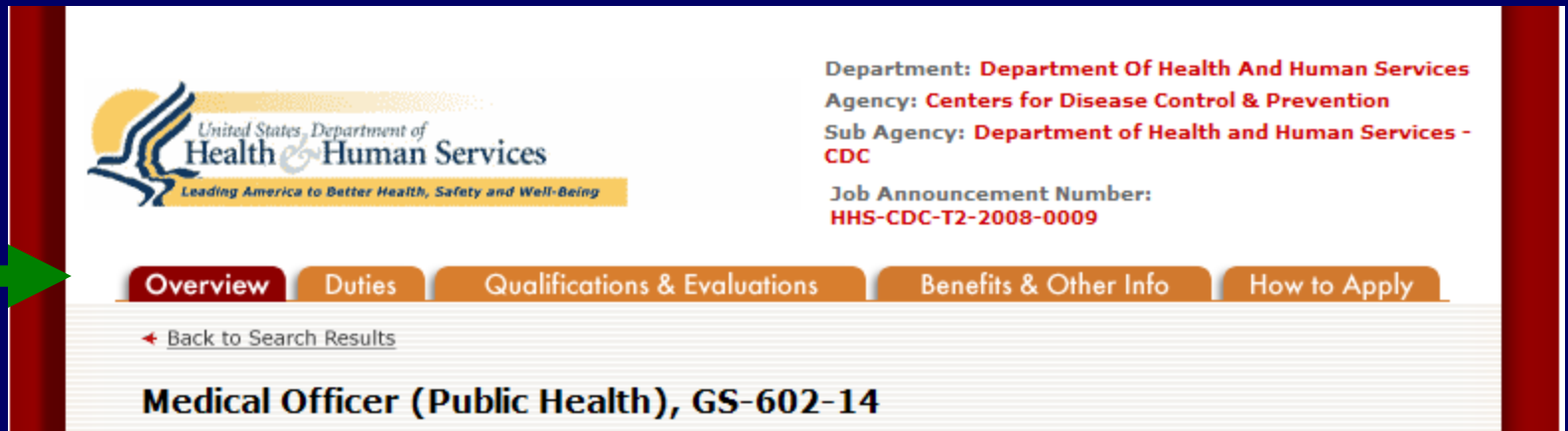
- Do not use acronyms
- Include dates (month and year) of relevant experience (beginning and end)
- Do not copy your resume into the questions
  - This is your opportunity to provide additional information not in your resume and to point to specific relevant experience

Tips for Success:
During the application process

- Check all countries of interest
  - Cannot be considered for hire for a job if did not apply for the specific country
- Check all grades you are interested in
  - Cannot be considered as a GS 14 if you only apply for 13
- Approval of credentials if trained outside the US.
  - Special services which provide approval of non-US degrees
- Fax transcripts, DD214, SF-50, etc., via our fax-imaging with the fax cover sheets as soon as possible to 1-866-539-4484
- Save your Fax status report for documentation of submission
- Be sure you get an e-mail that your application was successfully completed.

Possible Candidate Selection Timeline: October-December

- Ongoing – Announcements available for several months
- Nov – Programs submit requisitions for certificates of candidates from the OC vacancy announcements
- November – January
  - Certificates of eligible candidates issued to Programs (initially 30 work days to interview/select)
  - HQ review of applicants
  - Final interviews
  - Submission of selections through COGH and AHRC
  - Offer to selected candidate by AHRC
- Clearances (medical, suitability and security)
- Predeployment orientation
- Pre-Deployment Training
  - Preparing for Work Overseas (required)
- Deployment to field June-July 2009

List of current OC Vacancy Announcements

- Medical Officer, GS-602-13/14/15 (Internal)
    HHS-CDC-T1-2009-0002
- Medical Officer, GS-602-13/14/15 (External)
    HHS-CDC-D1-2009-0001
- Epidemiologist, GS-601-13/14/15 (Internal)
    HHS-CDC-T3-2009-0011
    HHS-CDC-T3-2009-0008 (NCIRD positions)
- Epidemiologist, GS-601-13/14/15 (External)
    HHS-CDC-D3-2009-0007
    HHS-CDC-D1-2009-0005 (NCIRD positions)

Current Open Continuous Vacancy Announcements (Continued)

- Public Health Advisor, GS-658-12/13/14 (Internal)
  - HHS-CDC-T3-2009-0017
  - HHS-CDC-T3-2009-0013 (NCIRD positions)
- Public Health Advisor, GS-685-12/13/14 (External)
  - HHS-CDC-D3-2009-0010
  - HHS-CDC-D1-2009-0008 (NCIRD positions)
- Health Scientist (Lab), GS-601-13/14 (Internal) GAP positions
  - HHS-CDC-T3-2009-0020

Health Scientist (Lab), GS-601-13/14 (Internal) GAP positions
  - HHS-CDC-D3-2009-0012

Open for Questions

- Jan Hiland (COGH)

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- Roxanne Thompson (AHRC)

REThompson@cdc.gov – 770-488-1904

- GAP POC: Angeli Abrol, aabrol@cdc.gov

Problems/Inquiries (Re: application, status):

hrcs@cdc.gov - 770-488-1725